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INSTRUCTION NO.
LI 1-140-2

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LI 1-140-2
ORGANIZATION
24 April 1956

SUBJECT: Organization and Functions - Building Planning Staff

1. MISSION

Develop technical information and perform executive management and administration of all matters pertaining to the planning and developing of the proposed Agency headquarters building.

2. FUNCTIONS

The Chief, Building Planning Staff, under the general direction of the Director of Logistics, shall:

- a. Direct and supervise the development and maintenance of Agency requirements for the new building.
- b. Coordinate and compile the composite Agency requirements based upon reports submitted by liaison officers.
- c. Direct and monitor the development of special reports and recommendations regarding the utilization of space for specialized purposes.
- d. Direct and monitor the development and maintenance of current organization and functional information for the purpose of planning the necessary juxtaposition of various Agency components in the new building.
- e. Establish standards for each type of space; review, analyze, and approve requirements, layouts, and space allocation with regard to engineering and architectural aspects to ensure efficient and economical space utilization.
- f. Provide, through the Liaison Representatives, basic guidance and control over all inter-component and intra-component layouts, functional arrangement, and templating of furnishing and equipment.
- g. Determine funding requirements and methods in coordination with the Comptroller.
- h. Maintain constant liaison with the Architect-Engineer, Construction Agent, private and public organizations, except where liaison channels are established by Agency regulations.

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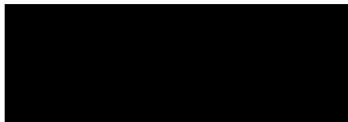
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- i. Review and recommend approval of all schematics, perspectives, plans and other development work prepared by the Architect-Engineer.
- j. Conduct, direct and coordinate Management, Security, and Communications studies and analysis for the purpose of ensuring the most efficient and effective utilization of space.
- k. Develop the scope of work to be accomplished by the Construction Agent and/or the Architect-Engineer.
- l. Assist in the negotiation of contracts with the Construction Agent and/or the Architect-Engineer.
- m. Perform such functions as may be required during the site acquisition and construction phases.

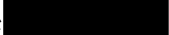
3. ORGANIZATION

See Organization Chart (LI 1-140-1).

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JAMES A. GARRISON
Director of Logistics

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